



# CITY OF HOUSTON

## Job Posting

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**Applications accepted from:** ALL PERSONS INTERESTED

**Job Classification** Librarian III / Branch Manager  
**Posting Number** PN# 112927  
**Department** Library Department  
**Division** Northwest District  
**Section** Moody Branch  
**Reporting Location** 9525 Irvington\*  
**Workdays & Hours** Rotating Schedule\*

\*Subject to change

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**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Houston Public Library, located in the nation’s fourth largest city, serving over 2.5 million Houstonians through a Central Library, special collections and 36 neighborhood libraries, seeks a Librarian III/Branch Manager. The ideal candidate will be an enthusiastic and dedicated leader who can successfully motivate a team to provide extraordinary customer service. This individual will be responsible for the management of the day-to-day operations of a branch library. Implements goals and objectives, and policies and procedures; reports on goal progress. Demonstrates knowledge of policies and procedures. Meets deadlines; prioritizes workflow; delegates specifics projects; demonstrates effective communication skills. Responsible for supervision of branch staff, including selection, training, scheduling and performance evaluations. Good discipline and morale are maintained. Provides reference and readers’ advisory services to customers in person and by telephone. Demonstrates knowledge of branch library collections, including electronic resources. Manages branch collection development, including budget, selection, evaluation, weeding, and marketing. Responsible for branch public relations, programs and outreach services, working with the ASL and JSL; demonstrates awareness of community needs; identifies target groups. Responsible for regular communication with immediate supervisor regarding branch activities and problems; reports are accurate and submitted in a timely manner. Responsible for assisting Building Services Department in monitoring the maintenance of branch building and grounds; interior and exterior are well maintained. Performs related duties as requires.

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**WORKING CONDITIONS**

Must be able to communicate effectively orally and in writing. Ability to plan and organize work; good knowledge of library procedures; ability to supervise subordinates. Must be able to use a computer to access/input information. Position requires stooping and bending; lifting of library materials up to 20 pounds. Must be able to move freely throughout the library to file/retrieve library materials.

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**MINIMUM EDUCATIONAL REQUIREMENTS**

Master’s degree in Library Science from an American Library Association accredited school.

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**MINIMUM EXPERIENCE REQUIREMENTS**

Three (3) years professional library experience including one (1) year of management.

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**MINIMUM LICENSE REQUIREMENTS**

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

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**PREFERENCES**

Bilingual (English/Spanish) preferred, but not necessary.

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**SELECTION/SKILLS TESTS REQUIRED**

None

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**SAFETY IMPACT POSITION**

× Yes      No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 23  
\$1602 – \$ 2111 Biweekly      \$ 41,652 - \$ 54,886 Annually

**OPENING DATE**

August 30, 2006

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**CLOSING DATE**

Open Until Filled

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**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667 . All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer

